

## Title II Tips for Reporting

### Data on Enrolled Students and Program Completers

The reporting requirements under Title II of the *Higher Education Act*, as amended in 2008, call for data on individuals enrolled in teacher preparation programs and data on those who have completed these programs.

For Title II reporting purposes, an enrolled participant is a person who has been admitted to a teacher preparation program, but who has not yet completed the program. A program completer is a person who has met all the requirements of a state-approved teacher preparation program. Program completers include all those who are documented as having met such requirements. Documentation may take the form of a degree, institutional certificate, program credential, transcript or other written proof of having met the program's requirements. In applying this definition, the fact that an individual has or has not been recommended to the state for initial certification or licensure may *not* be used as a criterion for determining who is a program completer.

For purposes of this data collection, an individual cannot be classified as both enrolled and as a program completer at the same time. An enrolled individual is not a program completer. Once an individual has met all the requirements of a state-approved teacher preparation program and becomes a program completer, the individual is no longer classified as enrolled. In addition, only individuals enrolled in or completing teacher preparation programs leading to initial teacher certification or licensure should be counted. Currently licensed teachers seeking additional certification or endorsements, or individuals in programs for administration, counseling, speech/language pathology, social work or other support roles, should not be included.

See Table 1 for a summary of the data elements required to be reported on enrolled individuals and program completers.

Table 1

Data element	Enrolled students	Program completers
Total number in the current academic year	X	X
Total number in the previous academic year		X
Total number in the academic year 2 years previous		X
Unduplicated number of males in the current academic year	X	
Unduplicated number of females in the current academic year	X	
Number disaggregated by ethnicity/race in the current academic year	X	

Data element	Enrolled students	Program completers
Assessment pass rates and scaled scores for the current academic year	X (for enrolled students who have completed all nonclinical coursework and all other enrolled students, separately)	X
Assessment pass rates and scaled scores for the previous academic year		X
Assessment pass rates and scaled scores for the academic year 2 years previous		X
Summary pass rates for the current academic year		X
Summary pass rates for the previous academic year		X
Summary pass rates for the academic year 2 years previous		X
Area(s) of certification/licensure		X
Academic major(s)		X
Subject area prepared to teach(s)		X